

## Continuing Education Worksheet

To apply for license renewal, a real estate salesperson or broker must demonstrate attendance (or completion of online course) at approved real estate continuing education courses. Maximum of 9 hours credit per day!

The current requirement is twenty-four (24) credit hours, to include a minimum of three hours in each of six mandatory categories. The mandatory categories are:

Agency Law  
Disclosure

Contract Law  
Fair Housing

Commissioner's Standards<sup>1</sup>  
Real Estate Legal Issues

Additional credit hours, to bring the total to 24, may be in the mandatory categories, or the Business Brokerage or General Real Estate categories.

Remember, the courses must be taken within the license period (including grace year if you're renewing late). **Example: Original License date 3/15/2005, CE classes can be taken 3/15/2005 through 3/31/2007 (or through 3/31/2008 if renewing by end of grace year). If renewal is filed 3/15/2007, you may begin taking classes toward your 2009 renewal 4/1/2007 and later, within the new license period.**

To renew the Business Brokerage Specialist designation, the requirement is the 18 mandatory credit hours PLUS 12 credit hours in the Business Brokerage category.

To claim a substitute for the Fair Housing course, refer to Substantive Policy Statement No. 2005.14, contained in the ADRE Lawbook and on the ADRE webpage.

Use the following worksheet to check your compliance status with the CE requirement. The information appears on the certificate(s) issued to you by the real estate school you attended.

Category (R4-28-402)	ADRE Course No.	No. of Credit Hours	Start Date	End Date
Agency Law				
Commissioner's Standards				
Contract Law				
Disclosure				
Fair Housing				
Real Estate Legal Issues				

<sup>1</sup> Designated Brokers -- The Broker Management Clinic is required every license period, and is approved in the Commissioner's Standards category.